

# STATE OF COLORADO

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## DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

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June 4, 2009

Bill Ritter, Jr.  
Governor

**Policy Title:** Professional Development

Major General  
H. Michael Edwards  
The Adjutant General

**Effective Date:** 1 July 2009

**Summary:** Process for Requesting Professional Development Funds

**Applicability:** All DMVA employees

**Staff Proponent:** Resource Management

**Supersedes:** Policy letter DMVA 350 (Training Policy)

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**A. Purpose:** To revise and update Policy DMVA 350 and establish a process for requesting and distributing professional development funds.

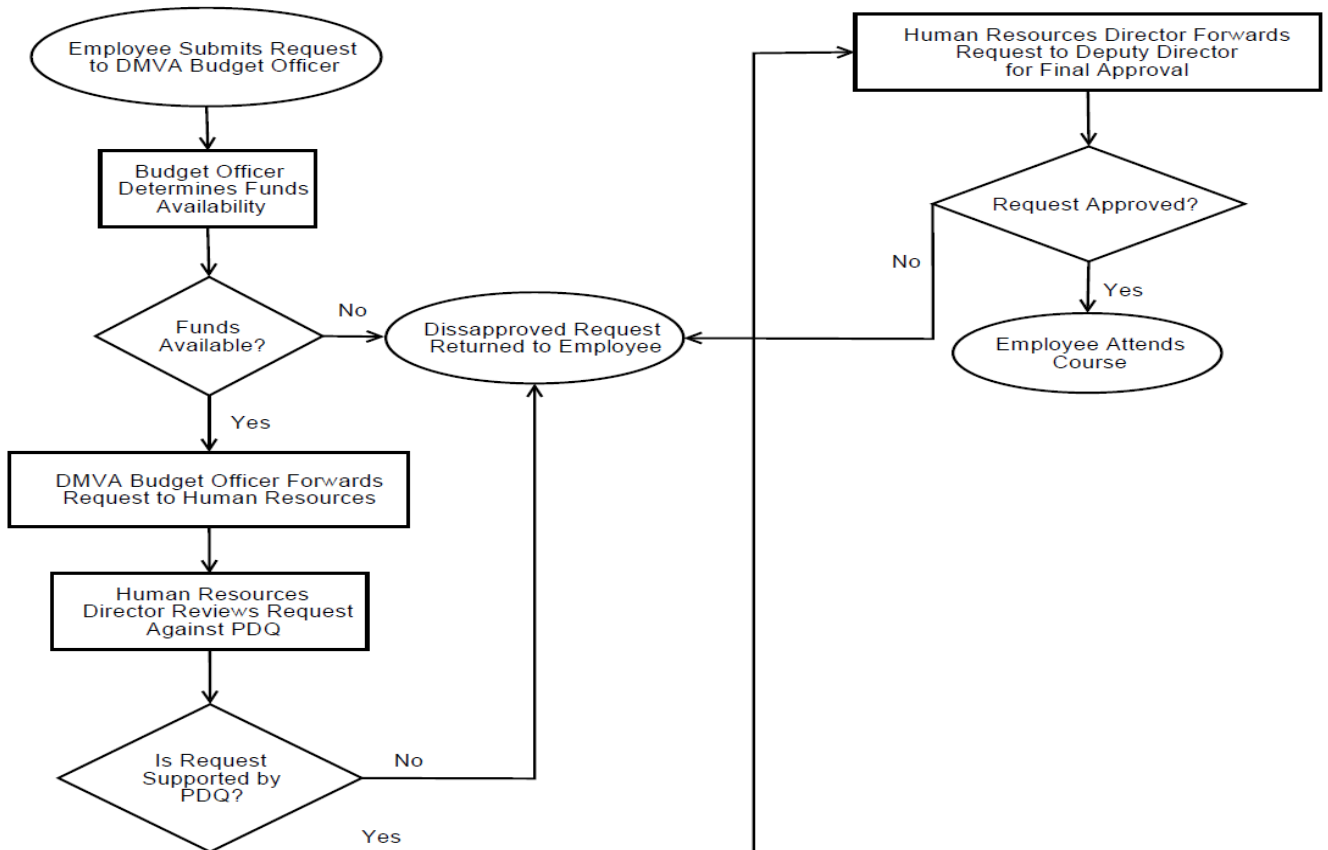
**B. Background:** Policy DMVA 350 was established to provide DMVA employees the opportunity to request funding to off-set the cost of tuition. Since the inception of that policy, requests have declined due to the narrow scope of the policy. This revision is to broaden the scope and encourage employees to seek professional development.

**C. Definitions:** Professional Development Course: any class, seminar, training, or conference.

**D. Policy:**

1. Professional Development requests must tie to the employee's duties as stated in their PDQ.
2. Only permanent full-time or part-time employees who have been with the Department for a minimum of one year are eligible to apply.
3. Employees may not be approved for more than \$500 in a given State Fiscal Year (1 July-30 June). Employees may apply for more than one Professional Development Course so long as the employee has not exceeded the \$500 cap.
4. Requests will be reviewed on a first-come, first-serve basis.
5. All DMVA State employees are eligible for funding regardless of their funding source. However, employees **must** demonstrate that all other means (G.I. Bill, VA Benefits etc.) of funding the request have been exhausted.

6. Requests may be submitted at any time during the fiscal year but no later than 15 June. **All Professional Development Courses must be completed by the end of the FY in which the request was approved.**
7. The attached request form must be completed and submitted to the DMVA Budget Officer. See flow-chart for details.
8. Requests will continue to be reviewed and funded (if approved) so long as funding is available. The DMVA Budget Officer will alert department heads as soon as funds are no longer available.
9. The approved request form must accompany invoices for Professional Development Courses and be submitted to the DMVA accounting office for payment. **Individual employees will not be paid directly, or reimbursed, for expenses.**



**Official:**

//signed//

H. Michael Edwards  
The Adjutant General

**Distribution:** All DMVA Employees  
DMVA Website

**Department of Military and Veterans Affairs**

**Professional Development Request Form**

**Section One (Employee info)**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Date: \_\_\_\_\_ Work Unit: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Section Two (description of request)**

Type of professional development (class, seminar etc.): \_\_\_\_\_  
Amount of request: \_\_\_\_\_

Briefly describe the requested professional development course and how the course is related to your duties (attach course syllabus, agenda, or flyer):

\_\_\_\_\_

Is your Department/Unit authorized to fund professional development? What other funding sources have been pursued for this request?

\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section three (approvals)**

**Recommended for approval**

DMVA Budget Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Amount approved: \_\_\_\_\_

Human Resources Director: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved**

Deputy Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

**Denial**

Reason for denial: \_\_\_\_\_